



Sheet-fed Scanner

Getting Started Guide

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1. Introduction

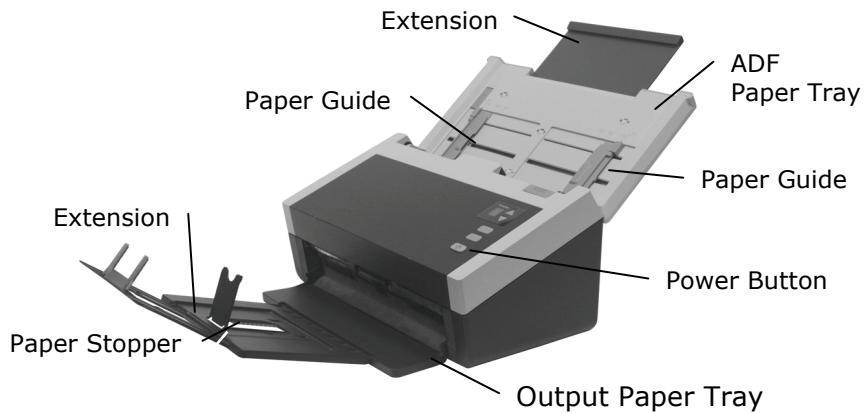
1.1 Package Items

The following figure indicates the package contents. Please check all the items against your checklist. If you do not receive all the items, please contact your authorized local dealer immediately.



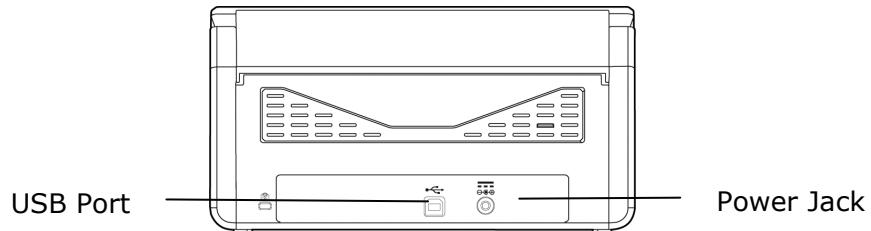
- 1. Scanner Main Unit**
- 2. Quick Guide/CD**
- 3. USB Cable**
- 4. Power Adapter & Power Cord**

1.2 Front View



Part Name	Function
Extension	Can be pulled out and adjusted to the size of the document being scanned.
ADF Paper Tray	Load the document onto this part when scanning document.
Paper Guides	Adjusts to the width of the documents to prevent skewing of the scanned pages.
LCD screen	Shows number indicating the scan-to destination via the software application, Button Manager V2.
Power Button	Press to turn on the power.
Output Tray	Open to collect the document after scanned.
Extension	Pull it out. Documents are ejected from the ADF to the tray.
Paper Stopper	Adjust to the length of the documents to prevent them from falling apart.

1.3 Rear View



Part Name	Function
USB Port	Connect to your computer.
Power Jack	Connect the AC adapter to the scanner.

2. Scanner Installation

2.1 Installing the Scanner Driver and Connecting the Cables

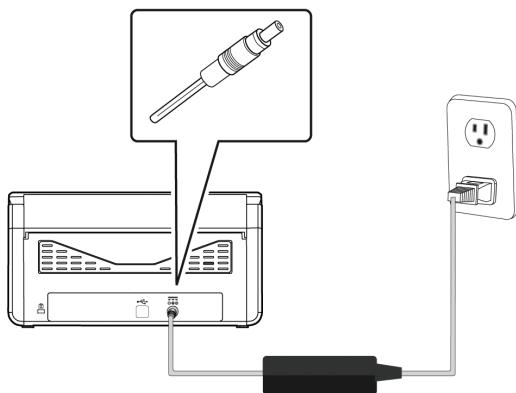
NOTE:

- 1).** To ensure your computer can identify the USB scanner, please install scanner driver first before connecting the scanner to your computer.
 - 2).** The scanner driver contains TWAIN, ISIS and WIA driver. If you are running Windows Me, Windows XP, or Windows Vista, after the installation of scanner driver is completed, this scanner allows you to scan via a TWAIN, ISIS, or a WIA interface. Start your TWAIN-compliant image editing software application to select a TWAIN or WIA user interface or your ISIS software to select an ISIS user interface. You may also launch Microsoft's Scanner and Camera Wizard to scan via a WIA user interface.
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2.1.1 Connecting to Power

Before connecting, make sure the power switch is off.

Plug the small end of the power adaptor into the power jack of your scanner. Insert the other end to an appropriate power outlet.



2.1.2 Turning on the Power

Press the **Power** Switch button on the front panel, the Power LED will flash. When it is finished and ready to scan, the LED indicator will stop flashing and become steadily on. To turn off the scanner, press the Power Switch button for about 3 seconds, the Power LED will be off.

2.1.3 Installing the Scanner Driver

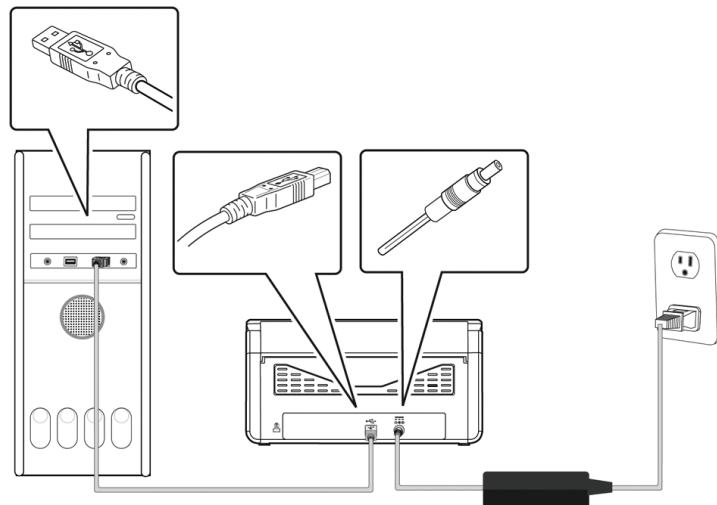
- 1.** Place the supplied CD-ROM onto your CD-ROM drive.
- 2.** The software installation graphic appears. If not, run "**setup.exe**".



3. Click **Install Button Manager V2** to install the Button Manager V2 and then click **Install Scanner Driver** to install the scanner driver on your computer.

2.1.4 Connecting to Computer

1. Connect the **square end** of the USB cable to the USB port of your scanner. Connect the **rectangle end** to the USB port of your computer.



- 2.** The computer should detect a new USB device and prompt a **"New Hardware Found"** message.
- 3.** In Windows XP, click the **Next** button to continue. When the XP certification screen appears, click **Continue Anyway** to complete the installation.
- 4.** When the **Finish** dialog is prompted, click the **Finish** button.

3. Completing Your First Scan

3.1 Loading Your Paper

3.1.1 Notice on Using the ADF

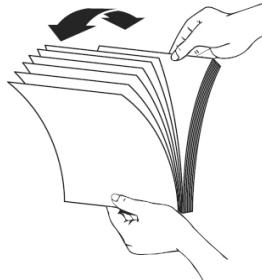
Before using the ADF, please make sure that your paper meets the following specifications:

- Document(s) can range in size from 50 x 50 mm (2" x 2") to 240 x 356 mm (9.4" x 14") (Legal).
- Document(s) can range in weight from 28~400 g/m² (7~110 lbs)
- ID cards up to 1.25 mm (0.05 in.) thick
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.

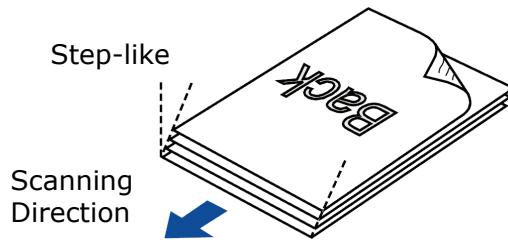
3.1.2 Loading Your Document in the ADF Paper Tray

Fanning Your Document

1. Hold both ends of the documents and fan them a few times.



2. Rotate the documents by 90 degrees and fan them in the same manner.
3. Align the edges of the documents in a step-like pattern (see picture below).



Attention

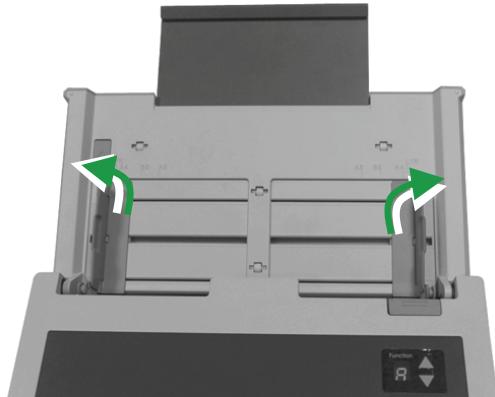
Paper jams or damage to documents may occur if you scan the documents without fanning them and aligning the edges first.

Document Feeding

1. Unfold the document feeder and its extension.
2. Unfold the output tray and raise the paper stopper.



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3. Raise the paper guide to hold your multi-page document.

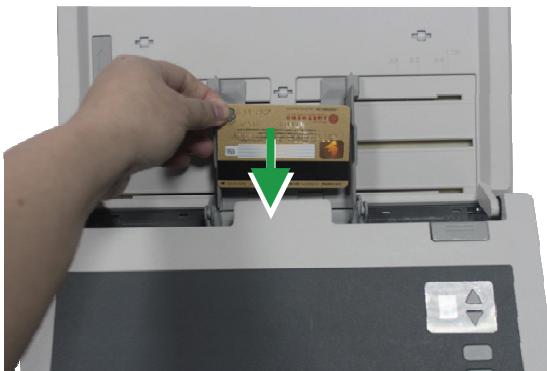


4. Load the stack of document face down with the top of the pages pointing into the feeder.
5. Verify that the paper guides are aligned with the edges of the stack.



3.1.3 Loading Your Cards in the ADF Paper Tray

1. Place your cards face down with the long dimension parallel to the paper guide.
2. Adjust the paper guides to center the original. Make sure the paper guides touch the edges of the original.



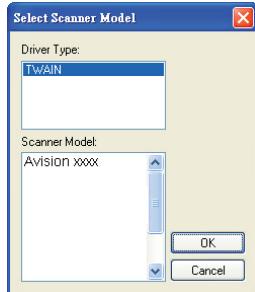
3.2 Verifying Your Scanner Installation

To verify if your scanner installation is correct, Avision provides you a useful test program called Avision Capture Tool. With this tool, you can perform simple scans and view the captured images. In addition, it helps you complete your scan at a rated speed.

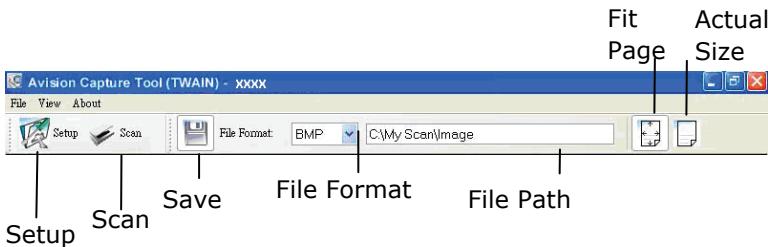
The following procedure describes how to verify your scanner installation. If the installation is not correct, please review the preceding section to check if the cable connection and scanner driver have been successfully installed.

Before you begin, be sure the scanner is on.

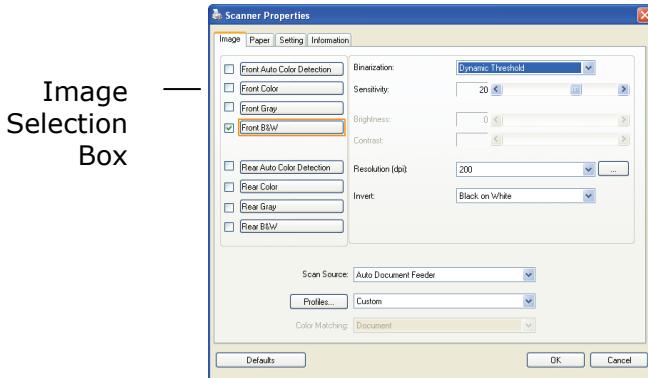
1. Select Start>Programs>Avision xxx Scanner>Avision Capture Tool. The Select Scanner Model dialog box will be displayed.

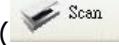


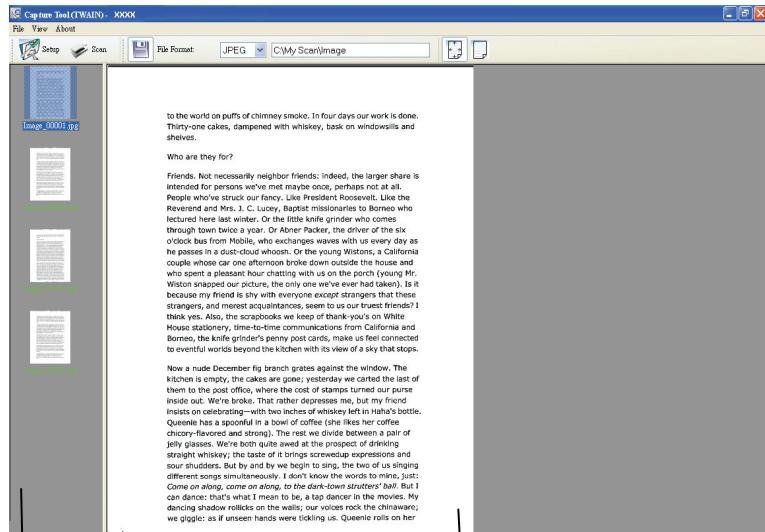
2. Select your driver type and scanner model and click OK. The following Avision Capture Tool dialog box will be displayed.



3. Click the Setup button () or choose Setup from the File menu to prompt the Scanner Properties dialog box.



4. Click OK to quit the Scanner Properties dialog box. (To learn more details about the Scanner Properties dialog box, please see the subsequent chapter, *Using the Scanner Properties Dialog Box*.)
5. In the Scan Validation dialog box, click the Scan button () or choose Scan from the File menu.
6. The document will be scanned and displayed in the Scan Validation screen. After the scanned images have been displayed, your scanner installation verification is completed.

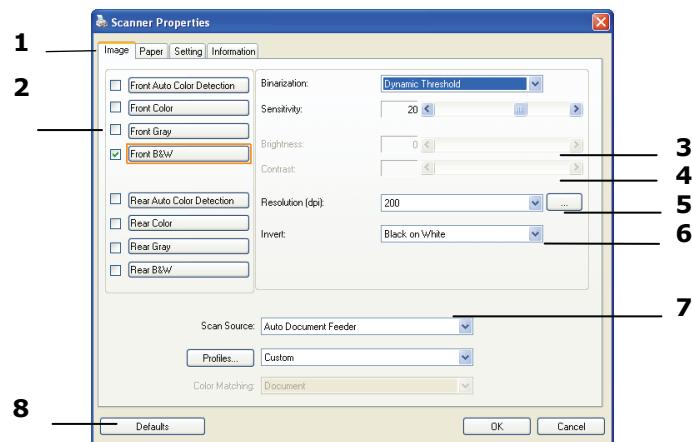


Fit Page View

Thumbnail View

7. Click the Close box or Quit from the File menu to exit the Scan Validation Tool.

3.3 A Glance of the Scanner Properties Dialog Box

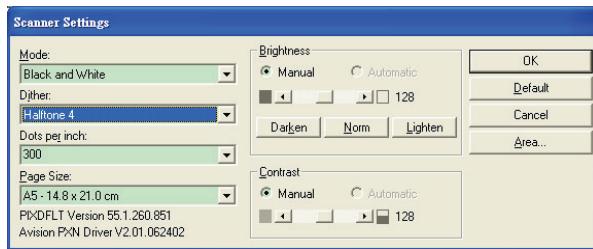


1. Tab Options	Choice: Image, Compression, Color Dropout, Paper, Multi-Feed Detection, Preview, Options, Settings, Information.
2. Image Selection Box	Choose your image type and the side of document you wish to scan. Options vary based on type of scanner.
3. Brightness	Adjust the brightness level from -100 to +100.
4. Contrast	Adjust the contrast level from -100 to +100.
5. Resolution	Determine the quality of the scanned image. The industry standard is 200 dpi.
6. Invert	Reverse the color of your scanned image.
7. Scan Source	Choice: Auto Document Feeder, Flatbed, Flatbed (Book), Automatic (varies due to different scanner model)
8. Defaults	Reset all values on the tabs to the factory default settings.

4. ISIS Interface Operation

* Please refer to the preceding chapter, Scanner Installation, to install ISIS scanner driver. You may start the supplied QuickScan software application to scan via the ISIS user interface.

The ISIS driver operation method is similar to the TWAIN's. Every function on the ISIS interface screen is briefly described as below:



Mode: Select one of scan modes, including B&W, gray, color options.

Dither: 5 halftone levels available, can be disabled.

Dots per inch: Select your desired resolution.

Paper Size: Select your desired paper size.

Brightness: Adjust your scan image brightness or darkness.

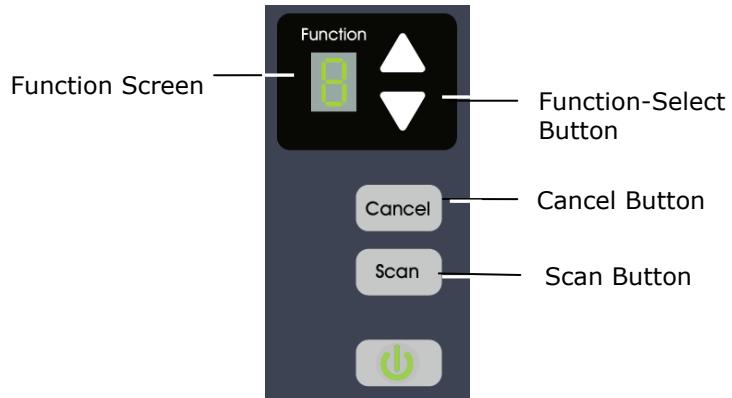
Contrast: Adjust the range between the darkest and the lightest shades in the image.

Default: Click to reset all settings.

Area: Select your desired scan area or position.

5. Using the Buttons

The following picture shows the 3 buttons and 1 function screen on the scanner.



5.1 Installing Button Manager V2

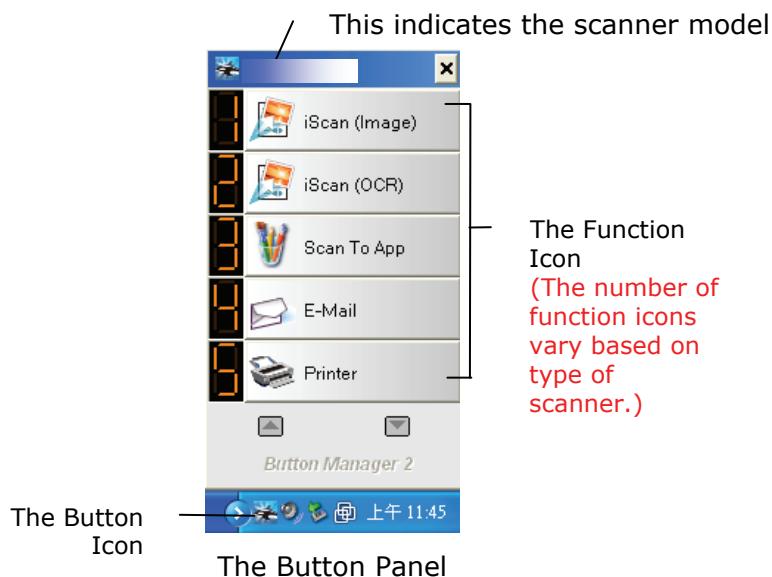
Button Manager V2 provides you an easy way to scan your document and then link the scanned image to your designated software application. All this can be done by a simple touch of the button on the scanner. Yet, before you scan, it is recommended to check the button configurations first to ensure a proper file format and a destination application.

5.2 Checking the Button Configurations before Scanning

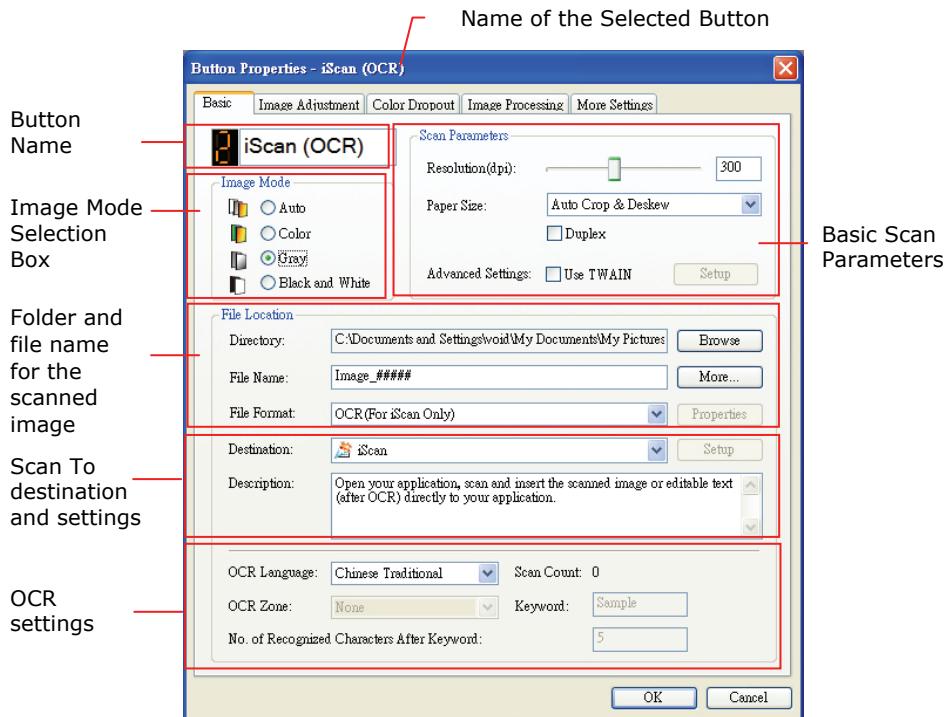
1. Button Manager V2 runs from the system tray. After Button Manager V2 and the scanner driver are properly installed, Button Manager V2 is started and the Button icon will be displayed on the system tray at the bottom right corner of your computer screen.



2. Left-click the Button Manager V2 icon to prompt the following Button Panel.



3. The Button Panel shows the first five scanning buttons. Right-click the button (function) you wish to check. The Button Properties window appears.

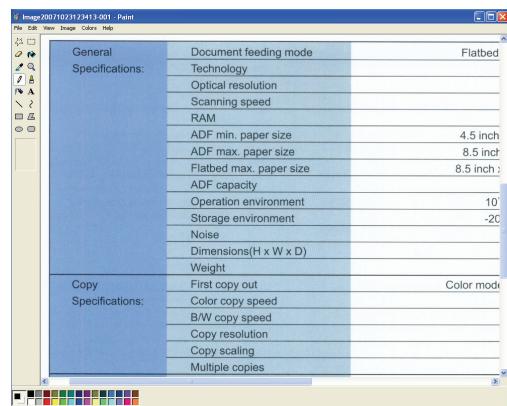


If you wish to change the setting, use this window to reset the setting for the file format, destination application, or other scan settings.

4. Click the OK button to leave the window.

5.3 Scanning From One Touch of the Buttons

1. Adjust the paper guide for the width of paper and load the document with their tops into the automatic document feeder.
2. Check the number on LCD screen on the scanner to ensure if you are selecting the proper scan settings and destination application. (For example, if you wish to scan with button #3 "Scan to App" which opens Microsoft Paint and displays the scanned image in the window of Microsoft Paint, the LCD screen should show #3).
3. Press the **Scan** button on the scanner.
4. After the scanning is finished, the Microsoft Paint software will be launched and the scanned image appears in the main window of Microsoft Paint as below.



Note:

1. For details information on how to use the Button Manager V2, please refer to the user's manual in the supplied CD.
 2. You may also use Button Manager V2 on your desktop by starting Button Manager V2 from All Programs or double clicking the Avision Scanner Utility from the Control Panel.
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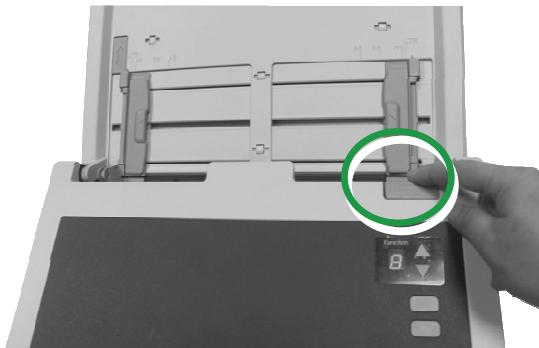
6. Maintenance

6.1 Cleaning the ADF

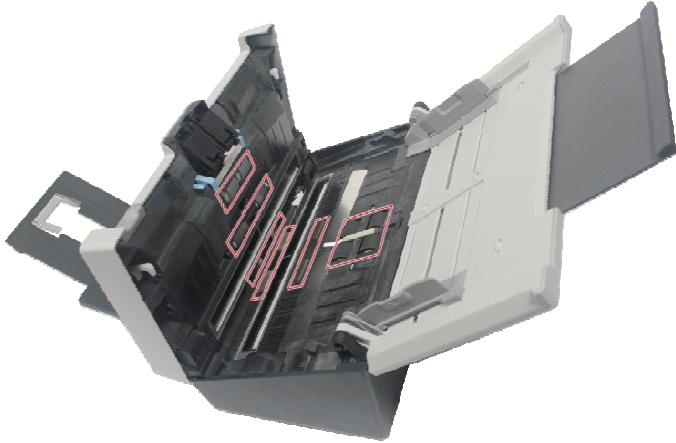
From time to time, the Friction Roller and the Feeding Rollers may be contaminated with ink, toner particles, or paper dust. In this case, the paper may not be fed smoothly. Please follow the following steps to clean the Friction Roller and the Feeding Rollers to ensure the best of the scanner.

The Cleaning Steps:

1. Soak a clean cloth with some isopropyl alcohol (95%).
2. Press the ADF Release button and open the front door.



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3. Wipe the Feeding Rollers until they are cleaned.



6.2 Cleaning the Glass

1. Press the ADF Release button. Open the front door.
2. Wet a clean cloth with some isopropyl alcohol. (95%)
3. Wipe the glass as illustrated below by moving the swab from side to side to rid the dust or dirt.



7. Troubleshooting

7.1 Clearing a Paper Jam

In the event of a paper jam, follow the procedures below to remove the paper:

1. Press the ADF Release Button on the right side. Gently open the front door.
2. Carefully pull the paper out of the ADF unit.
3. Close the front door. Your Scanner is now ready to use.

